

Department of Early Learning

Policy Title:	10.6.2 Licensing Critical Incident Reporting Policy		
Procedure:	See Attached		
References:			
Applies To:	Licensing Staff	Contact:	Provider Partnership Division
Effective Date:	8-15-09	Review Date:	8-15-11 Created on: 6-1-08
Reviewed:	<input checked="" type="checkbox"/> Licensing SAMs <input checked="" type="checkbox"/> LPART		
Other Review (list)	<i>WACB</i>		
Director Approved:	<i>Elyse M. M.</i>		

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term "child care facility" is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

Clarify and standardize the agency decision-making process when completing Licensing Critical Incident Reports (LCIR). Expectations of DEL personnel are clarified in this policy and the accompanying "Licensing Critical Incident Reporting Procedure."

Policy

- I. DEL personnel will accurately complete the licensing critical incident report (LCIR) when any of the following occur:
 - a. A reported, observed or documented issue of serious non-compliance with Washington Administrative Code (WAC).
 - b. There is an imminent threat to the health and safety of children in a child care facility.
 - c. There is substantial property loss or damage to a child care facility.
 - d. There is actual or potential litigation against DEL.
 - e. There is actual or potential legislative/media attention.
- II. The LCIR must be completed and sent to the state office in a timely manner.
- III. DEL personnel will accurately and in a timely manner send status updates and resolutions to the state office.
- IV. DEL is obligated to review and analyze all LCIRs and determine how they should be routed. In some instances LCIRs will be forwarded to the Governor's Office, the Office of Financial Management (OFM), or both. DEL staff must follow the accompanying Licensing Critical Incident Reporting Procedure in making these determinations.
- V. The DEL Director or her/his designee(s) shall review or request further documentation regarding Licensing Critical Incident Reports.

Department of Early Learning

Attachments

Licensing Critical Incident Report (LCIR) Procedure

Critical Incident Types

Licensing Critical Incident Form

Governor's Office Incident Report Form